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| **Job Title:**  Cleaning & Hygiene Operative  **Reporting to:**  Cleaning & Hygiene Supervisor  **Base**: Broomfield Hall, DE7 6DN |
| **Hours:** 25 hours per week, 52 weeks a year.  **Contract Type:** Permanent  **Holidays:** 34 per year inclusive of 6 College closure days where applicable and 8 statutory days per year pro rata.  **Shift Times:** 6am - 11am, Monday to Friday (early finish times may be considered, but all shifts must start at 6am)  **Salary:** £23,875 per annum pro rata |
| **Job Purpose**  Working as part of a friendly team the post holder will provide a daily quality cleaning service to the client, maintaining standards of cleanliness, hygiene, litter control and tidiness. |
| **Key Responsibilities**   * Provide and maintain a high standard of quality cleaning and hygiene duties to an agreed schedule. * Clean floors, walls, surfaces furniture and fittings, toilets, spillages with a concern for quality and attention to detail. * Clean a variety of floor surfaces by a combination of methods, optimising all mechanical floor cleaning machinery and use in a safe manner, to remove all ground in dirt, grease and other deposits. * Clean toilets and washrooms to the optimum standard, ensuring that supplies of toilet paper, soap and paper towels are kept fully stocked through full shift. * Clean wash and sanitise all surfaces as required. * Demonstrate attention to detail and work proactively to carry out tasks, whether allocated or which present themselves. * Ensure all rooms, facilities and public areas within the designated area are clean, tidy and present a high-quality image to customers and visitors. * Employ excellent customer service skills and deal courteously with staff, students and visitors. * Respond willingly to reasonable requests for assistance and support from client staff and colleagues. * Complete paperwork as required including cleaning activity sheets and timesheets. * Work safely with chemicals, machinery and waste in line with health and safety guidelines. * Follow all COSHH regulations and safety advice when using chemicals, ensuring the correct use and storage of chemicals. * Attend programmed Safety Toolbox Talks / staff briefings & required training. * Maintain regular CPD. * Ensure all resources, materials and equipment on site are in good working order, reporting any defects and following up on actions. * Always wear the appropriate uniform and PPE. * Work with and support the client Facilities Management department in their day-to-day service by logging and reporting any faults found. * Comply with client’s safeguarding policy and practices and attend any training. * Ensure the image of the provision reflects the professional image of the client. * Carry out any other duties requested by the line manager and commensurate with the post. |
| **Person Specification**  **Experience**  **Essential**   * Recent relevant general cleaning duties in a large commercial environment * Working within professional corporate organisational structures * Proven track record of working in a customer facing, frontline operational role   **Desirable**   * Effective time management * Ability to work under pressure and support the team * Flexible and professional approach * Taking responsibility for actions taken * Willingness to undertake regular CPD |
| **Qualifications**  **Essential**   * Level 2 Maths * Level 2 English   **Desirable:**   * Full, clean driving licence and access to a vehicle |